Third Party Electronic Visit Verification (EVV) System Checklist

This checklist is intended to serve as a tool for providers who are using Third Party EVV systems to track the steps necessary to send required data to the AuthentiCare Aggregator.

	Item	Responsibility	Complete?	Date Completed
1	Complete the DMMA EVV Provider Survey	Provider Agency	☐	
2	Send the AuthentiCare Aggregator Tool Kit	Fiserv	☐	
3	Complete DMMA Third Party Attestation Form	Provider Agency	☐	
4	Reach out to your Third Party EVV System Vendor to validate/confirm that the system will be able to aggregate to the ACR EVV AuthentiCare aggregation solution	Provider Agency and/or Third Party EVV Solution Vendor	☐	
5	Choose Upload Mechanism: • SFTP • Web Portal • Web Services Data Transfer/API	Provider Agency	☐	
6	If SFTP Chosen, Complete the Multi File Transfer (MFT) Questionnaire and Submit to Fiserv	Provider Agency	☐	
7	Sign up for EVV Aggregator Training provided by Fiserv via Training Registration on the DMMA Website	Provider Agency	☐	
8	Complete EVV Aggregator Training	Provider Agency and/or Third Party EVV Solution Vendor	☐	
9	Testing environment user ID and password are created and emailed to provider agency post training for testing environment access	Fiserv	☐	
10	As part of training, Fiserv will send provider agency the technical preparation checklist to set up the integration testing environment with Fiserv	Fiserv	☐	

	Item	Responsibility	Complete?	Date Completed
11	All providers must submit the technical preparation document provided during the training and data upload method via email to AuthenticareDESupport@firstdata.com within 2 week of training completion	Provider Agency	☐	
12	Fiserv will review checklist and either: • Send back to agency to complete outstanding items OR • Validate as "complete" Fiserv technical contact will engage Third Party EVV System Vendors or providers as necessary in order to exchange credentials and complete setup and validate completion of connectivity for testing environment	Fiserv	☐	
13	If necessary, complete any outstanding checklist items and email back AuthenticareDESupport@firstdata.com to re-test in the testing environment until everything is successful	Provider Agency	☐	
14	Upon completion of testing, provider agency will be granted production credentials If provider agency has connectivity issue in production environment, contact Fiserv @ AuthenticareDESupport@firstdata.com	Fiserv	☐	
15	Confirm the date of data exchange with provider agency	Fiserv	☐	
16	Confirm the date of data exchange with Fiserv	Provider Agency	☐	
17	Confirm the data on production, if any data is absent or incorrect, work with Fiserv to troubleshoot issues Once successful data transmission is confirmed, email Fiserv @ AuthenticareDESupport@firstdata.com to confirm successful transmission of data	Provider Agency	☐	

	Item	Responsibility	Complete?	Date Completed
18	Fiserv to validate successful completion of the data exchange and integration of data	Fiserv	☐	
19	Complete Third Party Vendor Change Form at least 45 days in advance if making a change in EVV vendor	Provider Agency	☐	